MBI-2

Place of Residence 1 Year and 5 Years ago Inside Canada

Training Guide

Automated Coding

Canadä

Place of Residence 1 Year and 5 Years Ago

Inside Canada

Training Guide

Table of Contents

I.   Introduction

This training guide is intended to help you understand the coding procedures in the "Place of Residence 1 Year and 5 Years Ago – Inside Canada" procedures manual (Form MBI-1).

As an aid to learning, this guide contains exercises in coding procedures. The purpose of the exercises is not to determine whether you have memorized the procedures but to give you an opportunity to apply them. As you work through the exercises, you may refer to the procedures manual at any time.

When you have finished the exercises, you will review the questions and the answers with your supervisor.

II.   Introductory Exercises for the Variable "Place of Residence 1 Year and 5 Years Ago – Inside Canada"

Read Chapter I, Introduction to the Coding Procedures for the "Place of Residence 1 Year and 5 Years Ago – Inside Canada" variable, in your procedures manual. Then, return to this guide and complete the exercises below.

Exercise 1

Answer the following question:

When a Form 2B respondent marks circle 03 in Question 22 and circle 09 in Question 23, what is he supposed to specify?

_____

_____

_____.

Exercise 2

Answer the next question by filling in the blanks.

This manual describes the _____ procedures for responses with place of residence _____, i.e. the _____ in each question.

Exercise 3

Indicate whether each statement is true (T) or false (F).

(a)   Questions 22 and 23 are identical.   _____

(b)   Question 23 asks about place of residence one year
       ago.   _____

(c)   The responses for inside Canada and outside Canada
       are treated as two different variables.   _____

(d)   Questions 22 and 23 tell us where people living in
       Canada are moving to and from within Canada, and
       from outside Canada.   _____

III.   Exercises in Standard Coding Procedures

Read Chapter II, Standard Coding Procedures, in your procedures manual. Then, return to this guide and complete the exercises below.

Exercise 1

Fill in the blank.

As a general coder, you are responsible for assigning a _____ to each response according to the instructions you are given.

Exercise 2

Name the three categories of responses for the variable "Place of Residence 1 Year and 5 Years Ago – Inside Canada".

(1)   _____ ;

(2)   _____ ;

(3)   _____ .

Exercise 3

Name the coding difficulties.

(1)   _____ ;

(2)   _____ ;

(3)   _____ .

Exercise 4

Mark the right answer – ✓

When the system shows you a response, the first thing to do is:

( )   Check whether the ACTR system has returned a phrase or phrases.
( )   Check whether the response is in the MCB.
( )   Identify under which category it is found.

Exercise 5

Mark the right answer – √

When the system shows you a response and the ACTR system returns a phrase or phrases, you should:

( )   check the response in the MCB.

( )   code the response.

( )   select a phrase for coding.

A.   The Codes

Exercise 1

The two types of codes used to code this variable are:

(1) _____ ;

(2) _____ .

Exercise 2

In the following statements, circle the correct answer.

(1)   SGCs consist of (3, 8, 10, 7) digits.

(2)   The first two digits of an SGC represent the (city, province, country) and the next two digits
       represent the (region, province, CD).

(3)   The last three digits of an SGC represent the (CSD, province, country).

Exercise 3

Using the MCB, find the SGCs for the following responses:

QUEBEC CITY, QUEBEC: _____

CANMORE, ALBERTA: _____

SUDBURY, ONTARIO: _____

ALEXANDRIA, ONTARIO: _____

SHEDIAC CAPE, NB: _____

Exercise 4

There are two types of temporary codes (TCs); name them.

(1) _____ ;

(2) _____ .

Exercise 5

National TCs are used to identify places with the same name in different provinces. Assign a national TC to the following responses.

(a)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING            17/01/96
    MMANUAL1        INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.          13:18:54.3

    Write-in to be coded                                             Type   Code
    ABERDEEN                                                         --------

    Phrases returned by ACTR                                   Codes    (S)elect



    ID: 61001053 069 1    4
    ==========================================================================
    Data for same question from each household member                Persnr:  1
    Check-boxes and Write-ins
    ABERDEEN



    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12---
          HELP  UP   DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
    T026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

National TC: _____

(b)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
MMANUAL1            INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.          13:18:54.3

Write-in to be coded                                           Type  Code
  SUMMERFIELD                                                        --------

  Phrases returned by ACTR                                     Codes    (S)elect


  ID: 61001053 069 1     4
========================================================================
Data for same question from each household member              Persnr:  1
Check-boxes and Write-ins
  SUMMERFIELD



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
IA26 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

National TC: _____

(c)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
MMANUAL1            INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.         13:26:51.3

Write-in to be coded                                           Type  Code
  GASPEREAU                                                          --------

  Phrases returned by ACTR                                     Codes    (S)elect


  ID: 61001060 129 1     10
========================================================================
Data for same question from each household member              Persnr:  1
Check-boxes and Write-ins
  GASPEREAU



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
IA26 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

National TC: _____

Exercise 6

Provincial TCs are used to identify places with the same name in the same province. Assign a provincial TC to the following responses:

(a)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
    MMANUAL1        INTERACTIUE CODING - MOBILITY 1 YEAR IN CAN.        13:18:54.3

    Write-in to be coded                                         Type   Code
    LITTLE RIVER N.S.                                                  ---------

    Phrases returned by ACTR                                    Codes    (S)elect



    IO: 61001053 069 1    4
    ==========================================================================
    Data for same question from each household member             Persnr:  1
    Check-boxes and Write-ins
    LITTLE RIVER N.S.




    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER UALIO COMIT QUIT
    IO26 CODER IS AUTHORIZED TO KEY A UAL ID CODE
```

Provincial TC: _____

(b)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
    MMANUAL1        INTERACTIUE CODING - MOBILITY 5 VEARS IN CAN.       13:26:51.3

    Write-in to be coded                                         Type   Code
    UNION ONT                                                         ---------

    Phrases returned by ACTR                                    Codes    (S)elect



    ID: 61001B6B 129 1    1B
    ==========================================================================
    Data for same question from each household member             Persnr:  1
    Check-boxes and Write-ins
    UNION ONT




    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER UALIO COMIT QUIT
    IO26 CODER IS AUTHORIZED TO KEY A UALID CODE
```

Provincial TC: _____

(c)

```
                RECENSEMENT DE LA POPULATION DE 1996 / CODAGE AUTOMATISE    17/01/96
 MMANUAL3          CODAGE INTERACTIF - MOBILITÉ 1 AN AU CAN.               13:20:11.6

 Réponse écrite à coder                                        Type   Code
 LONG BEACH NS                                                        --------

 Phrases retournées par CART                                   Codes   (S)élect.



 IO: 61001053 069  1   4
 ==============================================================================
 Données pour la même question de chaque membre du ménage       Persnr:  1
 Cases cochées et Réponses écrites

   LONG BEACH NS



 Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
         AIDE  HAUT  BAS   <<<<  >>>>  PLUS  +HAUT +BAS  REFER VALID COMET FIN
 IO26 LE CODEUR EST AUTORISÉ À INSCRIRE UN CODE VALIDE.
```

Provincial TC: _____

(d)

```
                RECENSEMENT DE LA POPULATION DE 1996 / CODAGE AUTOMATISE    17/01/96
 MMANUAL3          CODAGE INTERACTIF - MOBILITÉ 5 ANS AU CAN.              13:28:04.9

 Réponse écrite à coder                                        Type   Code
 LAC LONG QC                                                          --------

 Phrases retournées par CART                                   Codes   (S)élect.



 IO: 61001060 129  1   10
 ==============================================================================
 Données pour la même question de chaque membre du ménage       Persnr:  1
 Cases cochées et Réponses écrites

   LAC LONG QC



 Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         AIDE  HAUT  BAS   <<<<  >>>>  PLUS  +HAUT +BAS  REFER VALIO COMET FIN
 IO26 LE CODEUR EST AUTORISÉ À INSCRIRE UN CODE VALIDE.
```

Provincial TC: _____

B.   Code Match

Code match is the phase where a code is assigned to each response displayed by the system.

Exercise 1

On the basis of the procedures in the code match table in Chapter II of the procedures manual, connect each condition on the left to the appropriate action on the right using an arrow.

(a)   **IF** the message "valid code - refer to   (1)   refer the response to the next
        valid code list" is displayed at the   level of coding.
        bottom of the screen, **THEN**

(b)   **IF** the message "enter a code - code   (2)   verify whether the code
        entered is not valid" is <u>still</u> displayed at   corresponds to the appropriate
        the bottom of the screen, **THEN**   Census subdivision as it appears
                                                              on the **Valid Codes List**.

(c)   **IF** the message "enter a code - code   (3)   verify whether the code was
        entered is not valid" is displayed at the   input correctly. If an error has
        bottom of the screen, **THEN**   been made, correct the code and
                                                              repeat **STEPS 1 and 2**.

Exercise 2

Fill in the blanks, consulting the MCB or selecting one of the numbered code match steps.

(a)   The system shows the response "OTTAWA ONTARIO". You look it up in the MCB and the
        code is _____. The next two steps you must carry out are ____,____. Following these
        steps, the system displays the following message "valid code - refer to valid code list" at the
        bottom of the screen. You will then ____. If the code correspond you _____.

(b)   The system shows the response "RED DEER ALBERTA" You look it up in the MCB and the
        code is _____. The next two steps you perform are ____,____. Following these steps, the
        system displays at the bottom of the screen the message "enter a code - code entered is not
        valid"; what do you do? ____. Following this step the message "enter a code - code entered is
        not valid" still appears at the bottom of the screen; what do you do? _____.

(1)   Validate the code.
(2)   Verify whether the valid code corresponds to the appropriate census subdivision found in the
        Valid Codes List.
(3)   Type the code.

(4)   The message "valid code - refer to valid code list" is displayed at the bottom of the screen.

(5)   Refer the response to the next level of coding.

(6)   Commit the code.

(7)   Verify whether the code was input correctly. If an error has been made, correct the code and repeat steps 1 and 2.

IV.   Exercises in Processing the Three Categories of Responses

A.   Processing responses containing both the place name and the province

Read Chapter III-A, Processing responses containing both the place name and the province, in your procedures manual. Then, return to this guide and complete the exercises below.

The system shows you a response consisting of a place name and a province. Use this response for exercises 1, 2 and 3.

```
                      1996 CENSUS OF POPULATION / AUTOMATED CODING         17/01/96
         MMANUAL1        INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.      13:26:51.3

         Write-in to be coded                                          Type   Code
         FREDERICTON NOUVEAU-BRUNSWICK                                        --------

         Phrases returned by ACTR                                    Codes   (S)elect



         ID: 61001060 129 1    10
         ==================================================================================
         Data for same question from each household member              Persnr:   1
         Check-boxes and Write-ins
          FREDERICTON NOUVEAU-BRUNSWICK



         Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
              HELP   UP    DOWN   <<<<   >>>>  MORE   +UP   +DOWN REFER VALID COMIT QUIT
         I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Exercise 1

Circle the correct answer. You have identified the response as a place name and a province. What is your next step?

(a)   examine the response
(b)   consult the MCB
(c)   consult the phrases returned by the ACTR system
(d)   none of the above

Exercise 2

Circle the correct answer.

What exactly are you looking for when you consult the MCB?

(a)   the response "FREDERICTON NEW BRUNSWICK" only
(b)   a code for the response "FREDERICTON NEW BRUNSWICK"
(c)   neither of the above

Exercise 3

What code did you find in the MCB for the response "FREDERICTON NEW BRUNSWICK"? _____

Exercise 4

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter III-A of the procedures manual to code the following sample responses.

(a)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
   MMANUAL1         INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.        13:18:54.3

   Write-in to be coded                                           Type   Code
   OKOTOKS ALBERTA                                                       --------

   Phrases returned by ACTR                                       Codes    (S)elect



   ID: 61001053 069 1    4
   ==========================================================================
   Data for same question from each household member             Persnr:  1
   Check-boxes and Write-ins
    OKOTOKS ALBERTA




   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP   UP    DOWN   <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
   IO26 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Code: _____

(b)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
   MMANUAL1         INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.        13:18:54.3

   Write-in to be coded                                           Type   Code
   EGYPT ONTARIO                                                        --------

   Phrases returned by ACTR                                       Codes    (S)elect



   ID: 61001053 069 1    4
   ==========================================================================
   Data for same question from each household member             Persnr:  1
   Check-boxes and Write-ins
    EGYPT ONTARIO




   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP   UP    DOWN   <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
   IO26 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Code: _____

(c)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
  MMANUAL1         INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.        13:26:51.3

  Write-in to be coded                                            Type   Code
    EDMUNSTON NOUVEAU-BRUNSWICK                                         --------

  Phrases returned by ACTR                                  Codes    (S)elect



  ID: 61001060 129 1    10
  ======================================================================================
  Data for same question from each household member              Persnr:  1
  Check-boxes and Write-ins
    EDMUNSTON NOUVEAU-BRUNSWICK




  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP   UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
  I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Code: _____

(d)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
  MMANUAL1         INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.        13:26:51.3

  Write-in to be coded                                            Type   Code
    ELVA MB                                                            --------

  Phrases returned by ACTR                                  Codes    (S)elect



  ID: 61001060 129 1    10
  ======================================================================================
  Data for same question from each household member              Persnr:  1
  Check-boxes and Write-ins
    ELVA MB




  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP   UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
  I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Code: _____

B.   Processing responses containing the place name only

Read Chapter III-B, Processing responses containing the place name only, in the procedures manual. Then, return to this guide and complete the exercises below.

The system sends you a response consisting of the place name only. Use this response to complete exercises 1 and 2.

```
                        1996 CENSUS OF POPULATION / AUTOMATED CODING         17/01/96
  MMANUAL1            INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.          13:18:54.3

  Write-in to be coded                                               Type   Code
  LA RONGE                                                                  --------

  Phrases returned by ACTR                                           Codes    (S)elect


  IO: 61001053 069 1    4
  ================================================================================
  Data for same question from each household member                 Persnr:   1
  Check-boxes and Write-ins
    LA RONGE



  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP  UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
  IO26 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Exercise 1

Circle the correct answer.

The code for the response "LA RONGE" is:

(a)   4718041
(b)   4178041
(c)   4818041
(d)   none of the above

Exercise 2

When you have found the code for the response "LA RONGE", the next stage is code match. Put the following steps in order:

(a)   validate the code   _____
(b)   type the code   _____
(c)   commit the code   _____
(d)   verify whether the valid code corresponds to the
       appropriate census subdivision found in the
       Valid Codes List   _____

Exercise 3

Use the standard-coding-procedures flowchart or the situation/conditions/action table in Chapter III-B of the procedures manual to code the following sample responses.

(a)

```
                          1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
        MMANUAL1          INTERACTIUE CODING - MOBILITY 5 YEARS IN CAN.         13:26:51.3

        Write-in to be coded                                              Type   Code
        IQALUITT                                                          --------

        Phrases returned by ACTR                                        Codes    (S)elect


        ID: 61001060 129 1    10
        ==================================================================================
        Data for same question from each household member               Persnr:  1
        Check-boxes and Write-ins
        IQALUITT



        Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
             HELP   UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER UALID COMIT QUIT
        I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Code: _____

(b)

```
                          1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
        MMANUAL1          INTERACTIUE CODING - MOBILITY 5 YEARS IN CAN.         13:26:51.3

        Write-in to be coded                                              Type   Code
         TORONTO

        Phrases returned by ACTR                                        Codes    (S)elect


        ID: 61001060 129 1    10
        ==================================================================================
        Data for same question from each household member               Persnr:  1
        Check-boxes and Write-ins
        TORONTO



        Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
             HELP   UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER UALID COMIT QUIT
        I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Code: _____

(c)

```
                1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
  MMANUAL1          INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.     13:18:54.3

  Write-in to be coded                                         Type  Code
  RIMOUSKI                                                          --------

  Phrases returned by ACTR                                     Codes   (S)elect



  ID: 61001053 069 1    4
 ==================================================================================
  Data for same question from each household member              Persnr:  1
  Check-boxes and Write-ins
  RIMOUSKI



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
 IA26 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Code: _____

(d)

```
                1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
  MMANUAL1          INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.     13:18:54.3

  Write-in to be coded                                         Type  Code
  RED DEER                                                          --------

  Phrases returned by ACTR                                     Codes   (S)elect



  ID: 61001053 069 1    4
 ==================================================================================
  Data for same question from each household member              Persnr:  1
  Check-boxes and Write-ins
  RED DEER



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
 IA26 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Code: _____

C.   Processing responses containing the name of the province only

Read Chapter III-C, Processing responses containing the name of the province only, in the procedures manual. Then, return to this guide and complete the exercises below.

The system shows you a write-in response containing the name of the province only. Use this response to complete exercises 1 and 2 below.

```
              1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
 MMANUAL1       INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.      13:18:54.3

 Write-in to be coded                                         Type  Code
  NOUVEAU-BRUNSWICK                                                 --------

 Phrases returned by ACTR                                  Codes   (S)elect


 ID: 61001053 069 1    4
 ==================================================================================
 Data for same question from each household member          Persnr:   1
 Check-boxes and Write-ins
  NOUVEAU-BRUNSWICK



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP   UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
 1026 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Exercise 1

Indicate whether the following statements are true (T) or false (F).

(a)   The response "NEW BRUNSWICK" is in the MCB
      and the code is 1300000.   _____

(b)   The response "NEW BRUNSWICK" should be
      referred to the next level of coding.   _____

(c)   The response "NEW BRUNSWICK" is in the MCB
      and the code is 9913000.   _____

Exercise 2

Answer the following question. When you have found the code for a province, what is the next step?

_____.

Exercise 3

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter III C of the procedures manual to code the following sample responses.

(a)

```
                        1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
   MMANUAL1            INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.          13:26:51.3

   Write-in to be coded                                              Type   Code
   TERRITOIRES DU NORD-OUEST                                                _____

   Phrases returned by ACTR                                         Codes    ($)elect



   ID: 610D1060 129 1    10
 ==================================================================================
 Data for same question from each household member               Persnr:   1
 Check-boxes and Write-ins
   TERRITOIRES DU NORD-OUEST




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
 I026 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Code: _____

(b)

```
                        1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
   MMANUAL1            INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.          13:26:51.3

   Write-in to be coded                                              Type   Code
   ONTARIO                                                                  _____

   Phrases returned by ACTR                                         Codes    ($)elect



   ID: 610D1060 129 1    10
 ==================================================================================
 Data for same question from each household member               Persnr:   1
 Check-boxes and Write-ins
   ONTARIO




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
 I026 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Code: _____

(c)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
 MMANUAL1           INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.       13:26:51.3

 Write-in to be coded                                          Type   Code
  MANITOBA                                                            --------

 Phrases returned by ACTR                                Codes   (S)elect



  ID: 61001060 129 1     10
 ==================================================================================
 Data for same question from each household member                  Persnr:  1
 Check-boxes and Write-ins
  MANITOBA



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
 1026 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Code: _____

(d)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
 MMANUAL1           INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.        13:18:54.3

 Write-in to be coded                                          Type   Code
  QUÉBEC                                                              --------

 Phrases returned by ACTR                                Codes   (S)elect



  ID: 61001053 069 1     4
 ==================================================================================
 Data for same question from each household member                  Persnr:  1
 Check-boxes and Write-ins
  QUÉBEC



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN VALID COMIT QUIT
 1026 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Code: _____

V.   Exercises in Processing Responses Containing Difficulties

A.   Processing misspelled responses

Read Chapter IV-A, Processing misspelled responses, in the procedures manual. Then return to this guide and complete the exercises below.

The system shows you a misspelled response. Use this response to complete exercises 1 and 2.

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
 MMANUAL1           INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.        13:26:51.3

 Write-in to be coded                                             Type   Code
 BLACK FOOT ALBERTA                                                      _____

 Phrases returned by ACTR                                  Codes    (S)elect



 ID: 61001060 129 1    10
 ================================================================================
 Data for same question from each household member                  Persnr:  1
 Check-boxes and Write-ins
 BLACK FOOT ALBERTA



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
 1026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Exercise 1

Circle the correct answer.

The correct spelling is:

(a)   BLACKFOOT ALBERTA
(b)   BLACKFEET ALBERTA
(c)   BLACK FEET ALBERTA
(d)   BLOCK FOOT ALBERTA

Exercise 2

Circle the correct answer. Under which category of response does "BLACK FOOT ALBERTA" fall, when correctly spelled?

(a)   Place name only
(b)   Name of province only
(c)   Place name and province
(d)   Other type of response
(e)   Misspelled response

Exercise 3

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter IV-A of the procedures manual to code the following sample responses.

(a)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
MMANUAL1            INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.       13:26:51.3

Write-in to be coded                                           Type  Code
MISSISAUGA ONTARIO                                                   --------

Phrases returned by ACTR                                      Codes    (S)elect


ID: 61001060 129 1   10
=============================================================================
Data for same question from each household member            Persnr:  1
Check-boxes and Write-ins
MISSISAUGA ONTARIO



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     HELP   UP   DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Code: _____

(b)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
MMANUAL1            INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.        13:18:54.3

Write-in to be coded                                           Type  Code
ST.FOY                                                              --------

Phrases returned by ACTR                                      Codes    (S)elect


ID: 61001053 069 1   4
=============================================================================
Data for same question from each household member            Persnr:  1
Check-boxes and Write-ins
ST.FOY



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     HELP   UP   DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Code: _____

(c)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
 MMANUAL1          INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.        13:26:51.3

 Write-in to be coded                                               Type  Code
   OTTOWA                                                                 _____

 Phrases returned by ACTR                                          Codes   (S)elect



  ID: 61001060 129 1    10
 =================================================================================
 Data for same question from each household member              Persnr:  1
 Check-boxes and Write-ins
   OTTOWA



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
 I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Code: _____

(d)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
 MMANUAL1          INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.        13:26:51.3

 Write-in to be coded                                               Type  Code
   22 BLA BLA DAUPHIN TOWN MANITOBA                                      _____

 Phrases returned by ACTR                                          Codes   (S)elect



  ID: 61001060 129 1    10
 =================================================================================
 Data for same question from each household member              Persnr:  1
 Check-boxes and Write-ins
   22 BLA BLA DAUPHIN TOWN MANITOBA



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
 I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Code: _____

B.   Processing multiple responses

Read Chapter IV-B, Processing multiple responses, in the procedures manual. Then, return to this workbook and complete the exercises below.

The system shows you a multiple response. Use this response to complete exercises 1 and 2.

```
                      1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
 MMANUAL1             INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.        13:18:54.3

 Write-in to be coded                                              Type   Code
 EDMONTON TORONTO                                                         --------

 Phrases returned by ACTR                                      Codes     (S)elect


  ID: 61001053 069 1      4
 :::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::
 Data for same question from each household member               Persnr:  1
 Check-boxes and Write-ins
  EDMONTON TORONTO



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP   UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
 I026 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Exercise 1

Circle the correct answer.

When you encounter a multiple response, you:

(a)   refer it to the next level of coding
(b)   take only the first response into account
(c)   code all responses
(d)   take the best response

Exercise 2

What category of response is "EDMONTON"?

(a)   Place name only
(b)   Name of province only
(c)   Place name and province
(d)   Other type of response
(e)   Misspelled response

Exercise 3

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter IV-B of the procedures manual to code the following sample responses.

(a)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
   MMANUAL1          INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.    13:18:54.3

   Write-in to be coded                                          Type   Code
    CHICOUTIMI WINNIPEG                                                 --------

   Phrases returned by ACTR                                  Codes   (S)elect



   ID: 61001053 069 1    4
  ==========================================================================
  Data for same question from each household member              Persnr:  1
  Check-boxes and Write-ins
   CHICOUTIMI WINNIPEG



  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP   UP   DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
  IO26 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Code: _____

(b)

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
   MMANUAL1          INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.    13:18:54.3

   Write-in to be coded                                          Type   Code
    WORKING VANCOUVER                                                  --------

   Phrases returned by ACTR                                  Codes   (S)elect



   ID: 61001053 069 1    4
  ==========================================================================
  Data for same question from each household member              Persnr:  1
  Check-boxes and Write-ins
   WORKING VANCOUVER



  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP   UP   DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
  IO26 CODER IS AUTHORIZED TO KEY A VALID CODE
```

Code: _____

C.   Processing other responses

Read Chapter IV-C, Processing other responses, in the procedures manual. Then, return to this workbook and complete the exercises below.

Exercise 1

The system sends you the following abbreviated response. What do you do? _____
_____

```
                   1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
      MMANUAL1       INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.    13:26:51.3

      Write-in to be coded                                         Type   Code
      S'SIDE                                                              --------

      Phrases returned by ACTR                                 Codes    (S)elect


      ID: 61001060 129 1   10
      ================================================================================
      Data for same question from each household member            Persnr:   1
      Check-boxes and Write-ins
      S'SIDE



      Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12---
            HELP   UP   DOWN   <<<<  >>>>  MORE   +UP   +DOWN REFER VALID COMIT QUIT
      I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Exercise 2

The system sends you a "same", "same as Person 1", "même", "même que la Personne 1" response. What do you do? _____

```
                   1996 CENSUS OF POPULATION / AUTOMATED CODING        17/01/96
      MMANUAL1       INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.    13:26:51.3

      Write-in to be coded                                         Type   Code
      SAME                                                                --------

      Phrases returned by ACTR                                 Codes    (S)elect


      ID: 61001060 129 1   10
      ================================================================================
      Data for same question from each household member            Persnr:   1
      Check-boxes and Write-ins
      SAME



      Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12---
            HELP   UP   DOWN   <<<<  >>>>  MORE   +UP   +DOWN REFER VALID COMIT QUIT
      I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

Exercise 3

The system shows you the following incomprehensible response. What do you do? _____
_____

```
                  1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
 MMANUAL1         INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.        13:26:51.3

 Write-in to be coded                                              Type   Code
 FORGET IT                                                         --------
 Phrases returned by ACTR                                      Codes    (S)elect


 ID: 61001060 129 1    10
 ==================================================================================
 Data for same question from each household member             Persnr:  1
 Check-boxes and Write-ins
 FORGET IT



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
 I026 CODER IS AUTHORIZED TO KEY A VALID CODE.
```

VI.   Review Exercises

The following set of responses covers all the points studied. In each case, determine the response category and assign a code.

Response	Category	Code
(a) MOUNTAIN VIEW		
(b) ALEXANDRIA STORMONT ONTARIO		
(c) NEW GLASGON NS		
(d) MARS		
(e) TOGO MANITOBA		
(f) YUK		
(g) DRUMHELLER EDMONTON ALBERTA		
(h) MOOSEJAW SK		
(I) MÊME		
(j) CFB SHILO		
(k) TRAVELLING ARIZONA		

Response	Category	Code
(l) DARMOUTH NOVA SCOTIA		
(m) ISLE VERTE SAINTE FOY PQ		
(n) ILE DU P.EDWARD		
(o) HALIFAX OTTAWA ONTARIO		
(p) PHOENIX BC		
(q) EDMUNSTON NB		
(r) RAPIDE CITY TORONTO ON		
(s) KAMSAEK SASKATCHEWAN		
(t) D D ORMEAUX PQ		
(u) POND INLET		
(v) EGYPT ONT WINNIPEG MB		
(w) KANATA		

Response	Category	Code
(x) CHILLOWACK COLOMBIE-BRITANNIQUE		
(y) HULL OTTAWA		
(z) VARIOUS		

VII.   Conclusion

Now that you have read the procedures manual and completed the exercises in this training guide, you are ready to use the ACTR system.

If you have any questions, ask your supervisor for help.

The answers to the exercises in this guide are given in the supervisor's manual.

DATE DUE